

NM Certified Treasury Official Requirements Checklist

The NM **EDGE** (Education Designed to Generate Excellence in the public sector)
A Program of NM Cooperative Extension Service

NM Certified Treasury Official Curriculum Checklist

Successful completion of the following **25 classes** is required to earn a NM Certified Treasury Official designation (**NMCTO**).

For further information contact nmedge@nmsu.edu or go to nmedge.nmsu.edu

Classes - Each class is three hours of classroom instruction In-Person/Online	Honing Offered
Treasury Official Required Classes Take each of the following TO classes	10 classes required
AOTO 100 - Roles and Responsibilities of Treasurer & Assessor Office	January
TO 101-Resources for Treasury Officials	January
TO 102- Cashiering and Payment Processing	January
TO 103 - Legal Issues Relevant to the Treasurer's Office	March
TO 105 - Real Property Collections (including Mobile homes)	March
TO 106 - Procurement Process for the Treasurer's Office (Pre-req. CPM 143)	June
TO 202- Treasury Office Reporting Requirements	June
TO 203 - Cash Management for Treasury	June
TO 204 - Managing Investments for Treasurers (pre-req TO 203)	June
TO 205 - Bonding & Funding Issues	June
Core Required Classes Take each of the following CPM classes	13 classes required
CPM 111- Knowing Your Government	June/Jan , March, Sept
CPM 113 - Knowing the Law I	January, September
CPM 131 - General HR Law	March, September
CPM 141- Public Finance	January/September
CPM 142- Ethics and Managing Public Funds	January/March
CPM 143 - Purchasing and Procurement	January/June
CPM 144 - Risk Management	March, September
CPM 145 - Investing and Growing Public Funds	September
CPM 146 - Capital Planning & Financing	September
CPM 241/242- Budgeting I & II (pre-req. CPM 141) 2 classes same day	January/September
PE 110 A&B- Ethics: Know the Law – 2 classes same day	January, June
Two Electives: May be any prefix	2 classes required
1. _____ 2. _____ Recommend taking CARE 111 A & B Building Strong Intergovernmental Relations in NM (2 classes same day)	January
Don't Forget the Culminating Experience!	
Once you have completed all required classes, please submit an audit request to be assigned an academic advisor for your culminating experience. https://nmedge.nmsu.edu/students/graduating.html	